

ARLINGTON FINANCE COMMITTEE  
MINUTES OF MEETING  
TOWN HALL HEARING ROOM  
2/4/13

ATTENDEES:

Bayer*	Padaria	Jenkins*	White*	McKenna*
DeCoursey	Connors*	Simmons*	Gibian*	
Tosti*	Foskett	Deyst*	Ronan*	
Ferrara*	Beck*	Jones*	Deshler*	
Franclemont*	Howard*	Fanning*	Carman*	Turkall*

\* Indicates present

VISITORS: Town Manager Adam Chapdelaine, Deputy Town Manager Andrew Flanagan, Management Analyst Mike Bouton

WELCOME:: The Committee welcomed back Mary Ronan after her long illness.

LONG RANGE PLAN: Chapdelaine reviewed the plan (Ref 1) supplemented by an estimate of local aid (Ref 2). Except for the increase in the kindergarten fee reimbursement, local aid is level funded. Discussions about the funding formula continue. Symmes income of \$300k is applied to the Symmes deficit. Brighams is included in new growth which continues to be estimated conservatively. Remaining \$300k in the health insurance trust fund, unneeded because of the GIC insurance agreement, will be applied to the OPEB appropriation. The Town plans to use the rest of the Tip Fee Stab Fund in FY14. Insurance costs are estimated to increase 7% annually but this is thought to be conservative. The Override Stab fund will be increased by \$7.9m in FY 14. It will not be used until FY 16 and will still retain \$3m in FY 18. Of course neither the AHS nor Minuteman Tech renovation cost are included in this plan. MM Tech renovation financing options are being studied by the MSBA. Sen Donnelly has introduced a bill to increase voc tech school funding. No serious AHS renovation estimates are available.

WARRANT (Ref 4): Tosti went through the warrant covering the Town Manager articles with the following results:

ART 9 UTILITY POLES AT THOMPSON. Being discussed by counsel.

ART 12 ELECTRONIC VOTING: Committee will present options. Art 42 will appropriate funds depending on Art 12 vote.

ART 22 FINANCE DEPT Will discuss w/ Manage at a future mtg to be scheduled by Turkall.

ART 29 COLLECTIVE BARGAINING All contracts settled for FY 14 except Patrolmen. Negotiations ongoing.

ART 35 SEWERS \$1.2m loan ~~\$650k~~ *PBM*

ART 36 WATER ~~\$650k~~ loan, Also cash.

ART 38 CELEBRATIONS Level fund

ART 39 MISC-Indemnification \$11,071, OOS Travel level fund

ART 41 MASS AVE-RT 60 INTERSECTION: Manager to email plan. Will lose 2 parking spaces.

ART 47 OPEB \$847,876 which included \$300k insurance trust fund remainder. The state is moving to reduce the local obligation while requiring funding. BoS authority over retiree contributions may be canceled.

STM ART 3 VISITORS CNTR: Small bldg but no place for it.

QUESTIONS In response to questions the Manager gave the following answers:

Community Safety Admin has been formally split between Police and Fire according to the responsibility of the chiefs.

Thompson is on budget and a little behind schedule. Still expect to open in the fall.

Community Safety is behind schedule and is using contingency funds to fix damage caused by leaks.

No FEMA funds for Sandy; still negotiating microburst repayment.

Snow & ice expenditure \$300k last week.

HEARINGS Tosti walked the committee through the warrant to decide which the FinCom would hear & report. The result: 12, 22, 23, 24, 29, and 33-53 plus STM 3 will be reported.

COMMITTEE: Turkall provided a hearing schedule for Feb, Mar, Apr (Ref 3). She will revise based on tonight's discussion.

Tosti reviewed procedures for members:

He provided FinCom Handbook CDs

All present signed receipt of conflict of interest guidance provided by email

All to take a training course to be supplied by email & to be completed by 4/1

Members should not participate in local political campaigns

Reappointed members should get sworn in as directed by Town Clerk

No mtg on 2/6. Members should hold 4/8,10,17 open for late issues.

Peter Howard 2/5/13 *Revised 2/11/13*

cc FinCom Members, Town Web Site

Ref 1 Long Range Projection 2013-2018

Ref 2 FY 14 Local Aid Estimate

Ref 3 Hearing Schedule

Ref 4 Draft Warrant

Long Range Projection 2013-2018

Finance Committee - February 4, 2013

FY14 Proposed Budget

Ref 1

	FY 2013	FY 2014	Dollar Change	Percent Change	FY 2015	Dollar Change	Percent Change	FY 2016	Dollar Change	Percent Change	FY 2017	Dollar Change	Percent Change	FY 2018	Dollar Change	Percent Change
I REVENUE																
A. State Aid	15,040,051	16,505,918	1,465,867	9.75%	16,665,927	160,009	0.97%	16,827,536	161,609	0.97%	16,990,761	163,225	0.97%	17,155,618	164,857	0.97%
School Construction Aid	2,474,796	2,471,435	(3,361)	-0.14%	2,471,435	0	0.00%	2,471,435	0	0.00%	2,471,435	0	0.00%	1,612,576	(858,859)	-34.75%
B. Local Receipts	8,455,000	8,505,000	50,000	0.59%	8,555,000	50,000	0.59%	8,605,000	50,000	0.58%	8,655,000	50,000	0.58%	8,705,000	50,000	0.58%
C. Free Cash/Muni Building Trust	1,570,000	3,411,528	1,841,528	117.29%	1,500,000	(1,911,528)	-56.03%	1,500,000	0	0.00%	1,500,000	0	0.00%	1,500,000	0	0.00%
D. Overlay Reserve Surplus	200,000	200,000	0	0.00%	200,000	0	0.00%	200,000	0	0.00%	200,000	0	0.00%	200,000	0	0.00%
E. Property Tax	98,009,381	101,035,908	3,026,527	3.09%	103,752,977	2,717,069	2.69%	106,527,190	2,774,213	2.67%	109,375,136	2,847,946	2.67%	112,307,375	2,932,240	2.68%
F. Override Stabilization Fund								1,255,242			3,672,448			6,890,231		
TOTAL REVENUES	125,749,228	132,129,789	6,380,561	5.07%	133,145,340	1,015,551	0.77%	137,386,403	4,241,063	3.19%	142,864,779	5,478,377	3.99%	148,370,800	5,506,021	3.85%
II APPROPRIATIONS																
A. Operating Budgets																
School																
General Education Costs	45,612,598	47,675,113	2,062,515		49,844,818	2,169,705		52,127,914	2,283,096		54,530,992	2,403,078		57,061,056	2,530,064	
Special Education Costs*	30,356,198	31,418,665	1,062,467	3.50%	32,518,318	1,099,653	3.50%	33,656,459	1,138,141	3.50%	34,834,436	1,177,976	3.50%	36,053,641	1,219,205	3.50%
Kindergarten Fee Offset	14,286,400	15,286,448	1,000,048	7.00%	16,356,500	1,070,051	7.00%	17,501,455	1,144,955	7.00%	18,726,557	1,225,102	7.00%	20,037,415	1,310,859	7.00%
Net School Budget	970,000	970,000	0	0.00%	970,000	0	0.00%	970,000	0	0.00%	970,000	0	0.00%	970,000	0	0.00%
Minuteman	45,612,598	47,675,113	2,062,515	4.52%	49,844,818	2,169,705	4.55%	52,127,914	2,283,096	4.58%	54,530,992	2,403,078	4.61%	57,061,056	2,530,064	4.64%
Town	3,022,146	3,365,837	343,691	11.37%	3,483,641	117,804	3.50%	3,605,569	121,927	3.50%	3,731,764	126,195	3.50%	3,862,375	130,612	3.50%
Personnel Services	22,935,142	23,046,779	111,637	0.49%	23,982,332	935,553	4.06%	25,122,120	1,139,788	4.75%	26,303,550	1,181,430	4.70%	27,528,080	1,224,530	4.66%
Expenses	9,210,916	9,961,601	750,685	8.15%	10,011,601	50,000	0.50%	10,061,601	50,000	0.50%	10,111,601	50,000	0.50%	10,161,601	50,000	0.49%
Less Offsets:																
Enterprise Fund/Other	1,688,999	1,789,205	100,206	5.93%	1,851,827	62,622	3.50%	1,916,641	64,814	3.50%	1,983,724	67,082	3.50%	2,053,154	69,430	3.50%
Tip Fee Stabilization Fund	400,000	164,000	(236,000)	-59%	0	(164,000)	-100%	0	0		0	0		0	0	
Net Town Budget	30,057,059	31,055,175	998,116	3.32%	32,142,106	1,086,931	3.50%	33,267,080	1,124,974	3.50%	34,431,428	1,164,348	3.50%	35,636,528	1,205,100	3.50%
MWRA Debt Shift	5,593,112	5,593,112	0	0.00%	5,593,112	0	0.00%	5,593,112	0	0.00%	5,593,112	0	0.00%	5,593,112	0	0.00%
B. Capital budget																
Exempt Debt Service	2,800,366	3,032,725	232,359	8.30%	2,939,313	(93,412)	-3.08%	2,830,505	(108,808)	-3.70%	2,722,303	(108,202)	-3.82%	2,624,722	(97,581)	-3.58%
Non-Exempt Service	5,184,894	5,724,985	540,091	10.42%	5,795,402	70,417	1.23%	6,165,925	370,523	6.39%	6,381,437	215,512	3.50%	6,241,495	(139,942)	-2.19%
Cash	1,462,356	1,450,700	(11,656)	-0.80%	1,330,450	(120,250)	-8.29%	1,322,256	(8,194)	-0.62%	1,337,025	14,769	1.12%	1,230,863	(106,162)	-7.94%
Minus Capital Carry Forward	(103,796)	(363,000)	(259,204)	249.72%	(180,600)	182,400	-50.25%	(130,600)	50,000	-27.69%	(130,600)	0	0.00%	(130,600)	0	0.00%
Total Capital	9,343,820	9,845,410	501,590	5.37%	9,884,565	39,155	0.40%	10,188,086	303,521	3.07%	10,310,165	122,079	1.20%	9,966,480	(343,685)	-3.33%
C. Pensions	7,710,766	8,160,032	449,267	5.83%	8,649,634	489,602	6.00%	9,168,612	518,978	6.00%	9,718,729	550,117	6.00%	10,301,852	583,124	6.00%
D. Insurance	15,105,214	15,370,640	265,427	1.76%	16,446,585	1,075,945	7.00%	17,597,846	1,151,261	7.00%	18,829,695	1,231,849	7.00%	20,147,774	1,318,079	7.00%
E. State Assessments	2,989,683	3,072,843	83,160	2.78%	3,149,664	76,821	2.50%	3,228,406	78,742	2.50%	3,309,116	80,710	2.50%	3,391,844	82,728	2.50%
F. Offset Aid - Library & School	61,138	60,566	(572)	-0.94%	60,566	0	0.00%	60,566	0	0.00%	60,566	0	0.00%	60,566	0	0.00%
G. Overlay Reserve	1,454,204	600,000	(854,204)	-58.74%	600,000	0	0.00%	800,000	200,000	33.33%	600,000	(200,000)	-25.00%	600,000	0	0.00%
H. Other Crt Jdgmnts/ Deficit/ symmes	125,863	700,000	574,137	456.16%	700,000	0	0.00%	700,000	0	0.00%	700,000	0	0.00%	700,000	0	0.00%
I. Warrant Articles	794,269	1,049,213	254,945	32.10%	1,049,213	0	0.00%	1,049,213	0	0.00%	1,049,213	0	0.00%	1,049,213	0	0.00%
J. Override Stabilization Fund	3,879,357	5,581,848			1,541,435											
K. TOTAL APPROPRIATIONS	125,749,228	132,129,789	6,380,561	5.07%	133,145,340	1,015,550	0.77%	137,386,403	4,241,063	3.19%	142,864,779	5,478,376	3.99%	148,370,800	5,506,021	3.85%
BALANCE	0	(0)			0			(0)			0			0		
Surplus / (deficit) to carryover to next year	0	(0)			0			(0)			0			0		

Reserve Balances																
Free Cash	6,823,055	3,000,000			3,000,000			3,000,000			3,000,000			3,000,000		
Stabilization Fund	2,665,722	2,779,051			2,962,422			3,151,295			3,345,834			3,546,209		
Override Stabilization Fund	7,881,375	13,463,223			15,004,658			13,749,416			10,076,968			3,186,737		
Tip Fee Stabilization Fund	164,000	0			0			0			0			0		
Municipal Bldg Ins. Trust Fund	858,418	884,170			910,695			938,016			966,157			995,141		
TOTAL:	18,392,570	20,126,444			21,877,775			20,838,727			17,388,958			10,728,087		
% of General Fund Revenue	14.6%	15.2%			16.4%			15.2%			12.2%			7.2%		

The plan does not include any potential impacts of an Arlington High School or Minuteman Regional Vocational School Building Project (s)

**Massachusetts Department of Revenue  
Division of Local Services  
FY2014 Local Aid Estimates**

Ref 2

**ARLINGTON**

	<b>FY2013 Cherry Sheet Estimate</b>	<b>FY2014 Governor's Budget (H1)</b>	<b>Difference</b>
<b>Education:</b>			
Chapter 70	8,109,496	9,768,439	1,658,943
School Transportation	0	0	0
Charter Tuition Reimbursement	51,016	65,458	14,442
Smart Growth School Reimbursement	0	0	0
<b>Offset Receipts:</b>			
School Lunch	19,029	18,819	- 210
School Choice Receiving Tuition	0	0	0
<b>Sub-Total, All Education Items</b>	<b>8,179,541</b>	<b>9,852,716</b>	<b>1,673,175</b>
<b>General Government:</b>			
Unrestricted Gen Government Aid	6,416,909	6,416,909	0
Annual Formula Local Aid	0	128,254	128,254
Local Share of Racing Taxes	0	0	0
Regional Public Libraries	0	0	0
Urban Renewal Projects	0	0	0
Veterans' Benefits	223,340	211,961	-11,379
State Owned Land		0	0
Exemptions: Vets, Blind, Surviving Spouses & Elderly	178,152	167,052	-11,100
<b>Offset Receipts:</b>			
Public Libraries	42,109	41,747	- 362
<b>Sub-Total, All General Government</b>	<b>6,860,510</b>	<b>6,965,923</b>	<b>105,413</b>
<b>Total Estimated Receipts</b>	<b>15,040,051</b>	<b>16,818,639</b>	<b>1,778,588</b>

## FY2014 Local Aid Assessments ARLINGTON

	FY2013 Cherry Sheet Estimate	FY2014 Governor's Budget (H1)	Difference
<b>County Assessments:</b>			
County Tax	0	0	0
Suffolk County Retirement	0	0	0
<b>Sub-Total, County Assessments</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>State Assessments and Charges:</b>			
Retired Employees Health Insurance	0	0	0
Retired Teachers Health Insurance	0	0	0
Mosquito Control Projects	0	0	0
Air Pollution Districts	13,969	14,843	874
Metropolitan Area Planning Council	13,497	13,835	338
Old Colony Planning Council	0	0	0
RMV Non-Renewal Surcharge	47,600	51,480	3,880
<b>Sub-Total, State Assessments</b>	<b>75,066</b>	<b>80,158</b>	<b>5,092</b>
<b>Transportation Authorities:</b>			
MBTA	2,715,980	2,745,433	29,453
Boston Metro. Transit District	809	847	38
Regional Transit	0	0	0
<b>Sub-Total, Transportation Authorities</b>	<b>2,716,789</b>	<b>2,746,280</b>	<b>29,491</b>
<b>Annual Charges Against Receipts:</b>			
Special Education	0	587	587
STRAP Repayments	0	0	0
<b>Sub-Total, Annual Charges</b>	<b>0</b>	<b>587</b>	<b>587</b>
<b>Tuition Assessments</b>			
School Choice Sending Tuition	0	0	0
Charter School Sending Tuition	197,828	245,818	47,990
Essex County Tech Sending Tuition	0	0	0
<b>Sub-Total, Tuition Assessments</b>	<b>197,828</b>	<b>245,818</b>	<b>47,990</b>
<b>Total Estimated Charges</b>	<b>2,989,683</b>	<b>3,072,843</b>	<b>83,160</b>

**2013 Finance Committee Hearing Schedule**  
**(2/04/2013)**

Ref 3

**FEBRUARY 4 -**  
**7:45-Town Manager Presentation**

**FEBRUARY 6 – NO MEETING**

**FEBRUARY 11 -**  
**7:30-Retirement Warrant Articles**  
**8:15-Water Bodies Article**

**FEBRUARY 13**

**FEBRUARY 18 - Holiday**

**FEBRUARY 20**

**FEBRUARY 25**  
**7:45-Electronic Voting Articles**  
**8:15-Tourism Articles & Committee**  
**Appropriation**

**FEBRUARY 27**

**MARCH 4**

**MARCH 6**

**MARCH 11**

**MARCH 13**

**MARCH 18**  
**7:45-Capital Planning Committee**

**MARCH 20**  
**7:45-School Budget Presentation**

**MARCH 25**

**MARCH 27**

**April 1**

**April 3**

**April 8**

**April 10**

**WARRANT FOR  
ANNUAL TOWN MEETING  
AND  
SPECIAL TOWN MEETING**

**ELECTION**

**Saturday, April 6, 2013**



**ANNUAL TOWN MEETING  
Monday, April 22, 2013**

**SPECIAL TOWN MEETING  
Wednesday, April 24, 2013**

**TOWN OF ARLINGTON**

**TOWN WARRANT  
THE COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

To the Constables of the Town of Arlington, in said County:

**GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Arlington qualified to vote in elections, to meet at the polling places designated for the several Precincts in said Town on

**SATURDAY  
THE SIXTH OF APRIL 2013**

at eight o'clock in the forenoon, to act on the following articles, namely:

**ARTICLE 1 TO ELECT BY BALLOT:**

- A) **One Moderator for three years**
- B) **One Selectman for three years**
- C) **One Assessor for three years**
- D) **Two School Committee Members for three years**
- E) **One School Committee Member for one year (to fill a vacancy)**
- F) **One Member of the Arlington Housing Authority for five years**
- G) **One Member of the Arlington Housing Authority for two years (to fill a vacancy)**

Also, in accordance with the provisions of Chapter 43A of the General Laws, the number of Town Meeting Members hereinafter specified:

<b>PRECINCT 1 -</b>	<b>Four for three years; Two for two years (to fill vacancies),</b>
<b>PRECINCT 2 -</b>	<b>Four for three years;</b>
<b>PRECINCT 3 -</b>	<b>Four for three years;</b>
<b>PRECINCT 4 -</b>	<b>Four for three years;</b>
<b>PRECINCT 5 -</b>	<b>Four for three years; One for two years (to fill a vacancy),</b>
<b>PRECINCT 6 -</b>	<b>Four for three years; One for one year (to fill a vacancy),</b>
<b>PRECINCT 7 -</b>	<b>Four for three years;</b>
<b>PRECINCT 8 -</b>	<b>Four for three years;</b>
<b>PRECINCT 9 -</b>	<b>Four for three years; One for one year (to fill a vacancy),</b>
<b>PRECINCT 10 -</b>	<b>Four for three years;</b>
<b>PRECINCT 11 -</b>	<b>Four for three years;</b>
<b>PRECINCT 12 -</b>	<b>Four for three years;</b>
<b>PRECINCT 13 -</b>	<b>Four for three years;</b>
<b>PRECINCT 14 -</b>	<b>Four for three years;</b>
<b>PRECINCT 15 -</b>	<b>Four for three years;</b>
<b>PRECINCT 16 -</b>	<b>Four for three years;</b>
<b>PRECINCT 17 -</b>	<b>Four for three years;</b>
<b>PRECINCT 18 -</b>	<b>Four for three years;</b>
<b>PRECINCT 19 -</b>	<b>Four for three years;</b>

**PRECINCT 20 - Four for three years;**  
**PRECINCT 21 - Four for three years. One for two years (to fill a vacancy); One for one year (to fill a vacancy).**

For these purposes, the polls will be opened at eight o'clock A.M. and remain open until eight o'clock P.M., at each of the polling places designated, viz.:

Precinct 1 Edith Fox Library, 175 Massachusetts Avenue (on corner of Cleveland Street)  
Precinct 2 Hardy School, entrance on Brooks Avenue  
Precinct 3 Edith Fox Library, 175 Massachusetts Avenue (on corner of Cleveland Street)  
Precinct 4 Hardy School, entrance on Brooks Avenue  
Precinct 5 Bishop School, entrance on Stowecroft Road  
Precinct 6 Hardy School, entrance on Brooks Avenue  
Precinct 7 Chestnut Manor, entrance on Chestnut Terrace  
Precinct 8 Town Hall, entrance on Massachusetts Avenue  
Precinct 9 Chestnut Manor, entrance on Chestnut Terrace  
Precinct 10 Town Hall, entrance on Massachusetts Avenue  
Precinct 11 Bishop School, entrance on Stowecroft Road  
Precinct 12 Brackett School, entrance on Eastern Avenue  
Precinct 13 Stratton School, entrance on Mountain Avenue  
Precinct 14 Brackett School, entrance on Eastern Avenue  
Precinct 15 Stratton School, entrance on Mountain Avenue  
Precinct 16 Dallin School, entrance on Florence Avenue  
Precinct 17 Stratton School, entrance on Mountain Avenue  
Precinct 18 Dallin School, entrance on Florence Avenue  
Precinct 19 Peirce School, entrance on Newland Road  
Precinct 20 Park Avenue Congregational Church, entrance on Paul Revere Road  
Precinct 21 Peirce School, entrance on Newland Road

You are also required to notify and warn the said inhabitants to meet at the Town Hall in said Town on Monday the 22nd day of April, 2013, at eight o'clock in the evening, at which time and place the following articles are to be acted upon and determined exclusively by Town Meeting Members, in accordance with and subject to the referenda provided for by Chapter 43A of the General Laws.

## **ARTICLE 2**

## **STATE OF THE TOWN ADDRESS**

To hear the Chair of the Board of Selectmen review important events in the past year in Arlington and preview expectations for next year.

(Inserted at the request of Vision 2020)

## **ARTICLE 3**

## **REPORTS OF COMMITTEES**

To receive, hear, and act upon the reports of the Board of Selectmen, Finance Committee, Redevelopment Board, and other committees, commissions, and boards heretofore appointed, including, without limitation: Permanent Town Building Committee (April 23, 1969), Vision 2020 Standing Committee (June 8, 1992), Commission on Disability (May 3, 1993), School Facilities "Working Group" (May 4, 1994), Bylaw Recodification Study Committee (May 9, 1994), Affordable Housing Task Force (May 3, 1999), Zoning Bylaw Review Committee (May 12, 1999), Uncle Sam Committee (May 17, 1999), **Fields and Playgrounds Task Force (May 19,**

(Inserted at the request of the Town Moderator)

(Inserted by the Board of Selectmen)

(Inserted at the request of the Town Moderator)

(Inserted at the request of Richard Lacroix and ten registered voters)

(Inserted at the request of the Town Manager)

(Inserted at the request of the Town Manager)

**ARTICLE 9**

**GRANT OF EASEMENTS/THOMPSON SCHOOL**

To see if the Town will vote to grant permanent easements or other interests in certain land surrounding the Thompson School for the purpose of placing utility poles; or take any action related thereto.

(Inserted at the request of the Town Manager)

**ARTICLE 10**

**BYLAW AMENDMENT/JUNK DEALERS AND COLLECTORS**

To see if the Town will vote to amend Title VIII, Article 1, Section 5 (“Junk Dealers”) to substitute the words “second hand” for “junk” wherever they shall appear; or take any action related thereto.

(Inserted by the Board of Selectmen)

**ARTICLE 11**

**BYLAW AMENDMENT/ USE  
REGULATIONS PUBLIC LAND/PROPERTY**

To see whether the Town will vote to amend the Town Bylaws to expand existing restrictions on allowable activities on land under control of the Parks and Recreation Commission as currently set forth in Title IV, Article 1, to other property under the ownership, control, or jurisdiction of the Town or any of its departments or authorities, including but not limited to the School Committee, Cemetery Commission, Conservation Commission, and the Arlington Redevelopment Board; or take any action related thereto.

(Inserted at the request of Gordon Jamieson and ten registered voters)

**ARTICLE 12**

**BYLAW AMENDMENT/TOWN  
MEETING ELECTRONIC VOTING**

To see if the Town will vote to amend the Town Bylaws to amend the method of voting at Town Meeting to allow electronic voting; or take any action related thereto.

(Inserted at the request Town Meeting Electronic Voting Study Committee)

**ARTICLE 13**

**BYLAW AMENDMENT/ANIMAL CONTROL REGULATIONS**

To see if the Town will vote to amend the Town Bylaws to comport with recent changes in state law adopted through Chapter 193 of the Acts of 2012 (“An Act Further Regulating Animal Control”), including but not limited to changes concerning dog licensing, kennel licensing and operation, animal vaccination, dangerous and nuisance dogs, and animal control, restraint, and treatment; or take any action related thereto.

(Inserted at the request of the Town Manager)

**ARTICLE 14**

**BYLAW AMENDMENT/TO ALLOW SELF-SERVE GASOLINE**

To see if Town Meeting will vote to amend the Town Bylaws to repeal Title V, Article 5 concerning self-serve gas dispensing, or take any action related thereto.

(Inserted at the request of Carl Wagner and ten registered voters)

**ARTICLE 15**

**BYLAW AMENDMENT/ REGULATION  
OF UTILITY POLES**

To see if the Town will vote to amend the Town Bylaws to give the Selectmen authority to regulate (within the allowable parameters established by state and federal regulations and the National Electric Code) use of telephone, electric utility or street lighting poles located on rights-of way in the town to ensure that such poles and their uses satisfy the needs of public safety, to ensure prompt replacement of deficient poles and to ensure the aesthetic and environmental impact of such poles and their uses on the neighborhoods are considered, to license and make changes as appropriate to defray the expense of the upkeep of public ways if attachments including telecommunication devices are attached thereon, or take any action related thereto.

(Inserted at the request of John Leonard and ten registered voters)

**ARTICLE 16**

**BYLAW AMENDMENT/SAFE STREETS**

To see if the Town will vote to adopt a bylaw establishing pedestrian safety as a priority of the Town in future street-design projects, or take any action related thereto.

(Inserted at the request of Adam Auster and ten registered voters)

**ARTICLE 17**

**OVERNIGHT PARKING FEES**

To see if the Town will vote to support a limit of \$25. on the fee for annual on street overnight parking permits which allow occupants to park on the street at their dwelling house overnight; or take any action related thereto.

(Inserted at the request of Jim Ballin and ten registered voters)

**ARTICLE 18**

**DAYTIME PARKING**

To see if the Town will vote to amend Article V Section 15 (a) of the Town Traffic Rules & Regulations to provide an exception that will allow residents to park a vehicle on the street in front of their house for longer than one hour or two hours as posted, in accordance with M.G.L. Chapter 40, Section 21, Part 21, or take any action related thereto.

(Inserted at the request of Jim Ballin and ten registered voters)

**ARTICLE 19**

**TO REESTABLISH THE NOISE ABATEMENT COMMITTEE**

To reestablish the Noise Abatement Committee to study noise pollution concerns within our community and to work collaboratively with the Town's Department of Public Health and Police Department staff to establish noise level readings and monitor elevated noise decibel level readings in areas of Town where equipment and/or other sources of noise pollution are suspected of exceeding the established limits specified in our Noise Abatement bylaw (Title V, Article 12). These noise level readings are to be taken through the use of sound level meters which comply with the current provisions of the American National Standard Institute, "Specifications for Sound Level Meter (ANSI S1.1-1971)", properly calibrated, and operated by trained members of the three parties identified above. These objective noise level readings will be the basis for the Noise Abatement Committee's recommendations to the Board of Selectmen and Town Meeting on whether and to what extent the current Noise Abatement bylaw (Article V, Section 12) should be amended, modified or expanded to ensure the health and safety of Town residents.

(Inserted at the request of Jeanne Leary and ten registered voters)

## ARTICLE 20

## TRANSFER TO CONSERVATION COMMISSION/TOWN OWNED PARCELS BORDERING SPY POND

To see if the Town will vote to transfer to its Conservation Commission for conservation purposes certain Town-owned parcels of land bordering on Spy Pond; or take any other action related thereto.

(Inserted at the request of Clarissa Rowe and ten registered voters)

## ARTICLE 21

## HOME RULE LEGISLATION/EVENS MAURICE

To see if the Town will vote to request and authorize the Board of Selectmen to file a Home Rule Petition with the General Court so as to permit Evens Maurice of 218 Broadway to apply for the position of Police Officer in the Town's Police Department notwithstanding the fact that the Town has not accepted the provisions of Section 61A and 61B of Chapter 31 of the General Laws and further notwithstanding the fact that Mr. Evans's age is in excess of 32 years; or take any action related thereto.

(Inserted at the request of Evens Maurice and ten registered voters)

## ARTICLE 22

## HOME RULE LEGISLATION/MUNICIPAL FINANCE DEPARTMENT

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation that would allow the creation of a consolidated department of municipal finance upon a positive vote of the electorate, or take any action related thereto.

(Inserted at the request of the Town Manager)

## ARTICLE 23

## HOME RULE LEGISLATION/PUBLIC ART FUND

To see if the Town will do all things necessary to establish a Public Art Fund to facilitate, commission, purchase and maintain temporary and/or permanent works of art in Arlington including but not limited to the filing of home-rule legislation for the creation of such fund; or take any action related thereto.

(Inserted at the request of the Vision 2020 Culture and Recreation Task Group's Public Art Committee)

## ARTICLE 24

## ACCEPTANCE OF LEGISLATION/COMPENSATION OF RETIREMENT BOARD MEMBERS

To see if the Town will vote to accept the provisions of Chapter 176 of the Acts of 2011, Section 34, Subdivision 6, regarding the compensation of Retirement Board Members; or take any action related thereto.

(Inserted at the request of the Contributory Retirement Board)

## ARTICLE 25

## ACCEPTANCE/SMALL PERSONAL PROPERTY EXEMPTION

To see if the Town will vote to adopt a Small Personal Property Exemption under Section 5(54) of Chapter 59 of the General Laws, thereby setting a minimum personal property assessment for taxation purposes of \$2,000 or such other amount as the Town may vote, up to but not exceeding \$10,000; or take any action related thereto.

(Inserted at the request of the Director of Assessments)

#### **ARTICLE 26**

#### **ACCEPTANCE/LOCAL OPTION TAXES**

To see if the Town will vote to accept any local option taxes or other revenue raising options, which are made available to cities and towns through enactments of the legislature, by state regulation or court action; or take any action related thereto.

(Inserted at the request of the Finance Committee)

#### **ARTICLE 27**

#### **ENDORSEMENT OF CDBG APPLICATION**

To see if the Town will vote to endorse the application for Federal Fiscal Year 2013 prepared by the Town Manager and the Board of Selectmen under the Housing and Community Development Act of 1974 (PL 93-383) as amended; or take any action related thereto.

(Inserted by the Board of Selectmen and at the request of the Town Manager)

#### **ARTICLE 28**

#### **REVOLVING FUNDS**

To see if the Town will vote to reauthorize revolving funds established under various previous votes of the Town, to hear or receive a report concerning the receipts and expenditures of same, to establish new revolving funds or to amend the votes under any previously adopted revolving funds, to appropriate a sum of money to fund same, to determine how the money shall be raised or expended; or take any action related thereto.

(Inserted by the Board of Selectmen)

#### **ARTICLE 29**

#### **COLLECTIVE BARGAINING**

To see if the Town will vote to fund any fiscal items in the event that any are contained in collective bargaining agreements between the Town and the following named collective bargaining units, and to fund for non-union, M Schedule, and elected officials' salaries or fringe benefits, determine how the money shall be raised and expended; or take any action related thereto:

- A. Local 680, American Federation of State, County and Municipal Employees;
- B. Service Employees International Union (formerly NAGE);
- C. Robbins Library Professional Association;
- D. Local 1297, International Association of Firefighters;
- E. Arlington Patrolmen's Association;
- F. Arlington Ranking Police Officers' Association;
- G. M Schedule and non-union employees; and
- H. Full-time elected officials

(Inserted at the request of the Town Manager)

#### **ARTICLE 30**

#### **POSITIONS RECLASSIFICATION**

To see if the Town will vote to make additions, deletions and/or modifications to the Classification and Pay Plan, appropriate a sum of money to fund same if necessary, determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Town Manager and the Director of Human Resources)

**ARTICLE 31****APPROPRIATION/TOWN BUDGETS**

To see if the Town will vote to make appropriations to defray Town obligations, liabilities, outlay and expenses and especially for or relating to all or any of the boards, departments, purposes and matters hereinafter mentioned, and to provide for the disposal of motor vehicles and other personal property belonging to the Town, determine how the money shall be raised and expended; or take any action related thereto: Finance Committee, Board of Selectmen, Town Manager, Personnel, Comptroller, Information Technology, Town Treasurer and Collector of Taxes, Assessors, Legal and Workers' Compensation, Town Clerk, Registrars, Planning and Community Development, Redevelopment Board, Parking, Zoning Board of Appeals, Public Works, Cemeteries, Community Safety, School Department, Libraries, Human Services, Insurance, Non-Contributory Pensions, Contributory Pensions, Town Debt and Interest, Reserve Fund, and/or any other Town Departments, Boards, Commissions or Committees, Water and Sewer Enterprise Fund, Recreation Enterprise Fund, Council on Aging Transportation Enterprise Fund, Veterans' Memorial Rink Enterprise Fund, and Youth Services Enterprise Fund.

(Inserted by the Board of Selectmen and at the request of the Town Manager)

**ARTICLE 32****APPROPRIATION/CREATION OF SPECIAL  
EDUCATION STABILIZATION FUND**

To see whether the Town will vote to create a stabilization fund in accordance with Section 5B of Chapter 40 of the General Laws for the purpose of holding previously appropriated but unspent special-education funds for use to offset future special-education costs, to transfer previously appropriated but unspent special-education funds into said account; or take any action related thereto.

(Inserted at the request of the Arlington School Committee)

**ARTICLE 33****CAPITAL BUDGET**

To see if the Town will vote to appropriate a sum of money to defray the expense of purchasing, leasing, or bonding of capital equipment, infrastructure, buildings or other projects of the Town or to acquire real property for municipal purposes; to appropriate a sum of money to fund previously incurred or future Town debt, to acquire land for said projects where necessary by purchase, eminent domain taking or otherwise, determine how the money shall be raised including the possibility of borrowing any or all of the same, or the transfer of funds from any previous appropriation, determine how such money shall be expended; or take any action related thereto.

(Inserted by the Board of Selectmen and at the request of the Town Manager and the Capital Planning Committee)

**ARTICLE 34****APPROPRIATION/MINUTEMAN REGIONAL  
VOCATIONAL TECHNICAL HIGH SCHOOL**

To see if the Town will vote to appropriate a sum of money for the purpose of paying the Town's apportioned share of the operating and maintenance costs, including capital costs, of the Minuteman Regional Vocational Technical High School, determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of Minuteman Regional Vocational School District Committee)

**ARTICLE 35****APPROPRIATION/FINANCING OF CONSTRUCTION OR  
RECONSTRUCTION OF SEWERS AND SEWERAGE FACILITIES**

To see if the Town will vote to appropriate a sum of money for the purpose of financing the construction or reconstruction of sewers and sewerage facilities for inflow/infiltration reduction or system rehabilitation, including costs incidental and related thereto, and to determine how the appropriation shall be raised or expended, including the possibility of borrowing all or some of same; or take any action related thereto.

(Inserted at the request of the Town Manager and the Director of Public Works)

**ARTICLE 36****APPROPRIATION/FINANCING OF CONSTRUCTION OR  
RECONSTRUCTION OF WATER MAINS AND WATER  
FACILITIES**

To see if the Town will vote to appropriate a sum of money for the purpose of financing the construction or reconstruction of water mains and water facilities, including costs incidental and related thereto, and to determine how the appropriation shall be raised and expended including the possibility of borrowing all or some of same; or take any action related thereto.

(Inserted at the request of the Town Manager and the Director of Public Works)

**ARTICLE 37****APPROPRIATION/COMMITTEES AND COMMISSIONS**

To see if the Town will vote to appropriate a sum or sums of money to be expended under the direction of various committees, commissions, and boards of the Town, determine how the money shall be raised; provided that any funds appropriated hereunder shall remain under the jurisdiction of said entities until expended at their direction, unless otherwise appropriated by the Town Meeting; the entities included hereunder, without limitation, are: Arlington Historical Commission, Arlington Recycling Committee, Avon Place Historic District Commission, Broadway Historic District Commission, Central Street Historic District Commission, Mt. Gilboa/Crescent Hill Historic District Commission, Jason/Gray Historic District Commission, Pleasant Street Historic District Commission, Russell Historic District Commission, Conservation Commission, Capital Planning Committee, Commission on Disability, Personnel Board, Public Memorial Committee, Human Rights Commission, Arlington Committee on Tourism and Economic Development and any other Town Committee or commission; or take any action related thereto.

(Inserted at the request of the Town Moderator and the Finance Committee)

**ARTICLE 38****APPROPRIATION/TOWN CELEBRATIONS**

To see if the Town will vote to appropriate a sum or sums of money to be expended under the direction of the Town Manager for the following celebrations and memorials, determine how the money shall be raised and expended; or take any action related thereto:

Veterans' Day Parade

Memorial Day Observation and the Patriots' Day Celebration

Display of American Flags on Massachusetts Avenue

Placing of American Flags on the Graves of Veterans

(Inserted at the request of the Town Manager)

**ARTICLE 39****APPROPRIATION/MISCELLANEOUS**

To see if the Town will vote the following:

Legal Defense – To appropriate a sum of money to replenish the Legal Defense Fund established under Article 13, Section 5 of Title 1 of the Town Bylaws, Out-Of-State Travel – To appropriate a sum of money for expenses incurred outside the Commonwealth and as described in the General Laws, Chapter 40, Section 5, Paragraph 34, said appropriation to be expended under the direction of the Board of Selectmen and the Town Manager, Indemnification of Medical Costs, to appropriate a sum of money in accordance with the provisions of Chapter 41, Section 100B of the General Laws, to indemnify certain retired Police Officers and Firefighters for all reasonable medical and surgical expenses which they incurred, determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Town Manager)

**ARTICLE 40****APPROPRIATION/WATER BODIES FUND**

To see if the Town will appropriate a sum of money to the Town's Water Bodies Fund for the maintenance, treatment and oversight of all the Town's water bodies, said sum (\$50,000) to be raised by the general tax and expended under the direction of the Town Manager who will also report to Town Meeting on the status of the fund; or take any action related thereto.

(Inserted at the request of the Vision 2020 Standing Committee, its Environment Task Group's Committees (Spy Pond, Reservoir, and Sustainable Arlington) and the Conservation Commission)

**ARTICLE 41****APPROPRIATION and EMINENT DOMAIN/ROUTE 60-MASSACHUSETTS AVENUE INTERSECTION MOBILITY IMPROVEMENT PROJECT EASEMENTS**

To see if the Town will vote to act by and through the Board of Selectmen to take by eminent domain, purchase, or otherwise permanent and/or temporary easements in the area of the Route 60-Massachusetts Avenue intersection for the purpose of implementing redesign of the intersection, to appropriate a sum or sums of money for such acquisitions, determine how the money will be raised and expended, including the possibility of borrowing any or all of it; or take any action related thereto.

(Inserted at the request of the Town Manager and the Director of Public Works)

**ARTICLE 42****APPROPRIATION/ELECTRONIC TOWN MEETING VOTING EQUIPMENT**

To see if the Town will vote to appropriate a sum of money for the purchase or lease of electronic voting equipment for use at Town Meeting, determine how said sum will be raised and expended, or take any action related thereto.

(Inserted at the request Town Meeting Electronic Voting Study Committee)

**ARTICLE 43****APPROPRIATION/HARRY BARBER COMMUNITY SERVICE PROGRAM**

To see if the Town will vote to appropriate the sum of \$7500.00 for the Harry Barber Community Service Program for the Council on Aging, to determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Council on Aging)

**ARTICLE 44**

**APPROPRIATION/MANUFACTURE AND  
INSTALLATION OF THE FIRST PHASE OF HISTORIC SIGNS**

To see if the Town will vote to appropriate \$20,000. to fund the manufacture and then installation of the first phase of the historic signs, determine how the funds will be raised and expended; or take any other action related thereto.

(Inserted at the request of the Arlington Economic Development and Tourism Committee)

**ARTICLE 45**

**APPROPRIATION/UNCLE SAM COMMITTEE**

To see if the Town will vote to appropriate \$2,000. for expenses related to design and construction of a traditional metal historic plaque, design and printing of a tourist brochure, the re-stocking supplies for Patriot's Day and Town Day, determine how the money will be raised and expended; or take any action relating thereto.

(Inserted at the request of the Uncle Sam Committee)

**ARTICLE 46**

**APPROPRIATION/PENSION ADJUSTMENT FOR FORMER  
TWENTY-FIVE YEAR/ACCIDENTAL DISABILITY EMPLOYEES**

To see if the Town will vote to appropriate a sum of money to implement the provisions of Chapter 32 of Massachusetts General Laws Section 90A, 90C, 90D and 90E, pursuant to which the Town pays up to fifty percent of the maximum salary as set forth in the Compensation and Pay Plan for the position formerly held by retired employees with twenty-five or more years of service to the Town and those employees who retired under an Accidental Disability; provided, however, that no one who retires after May 1, 2010 shall be eligible under this vote unless they qualify for at least a fifty percent pension, without this vote upon their retirement; this adjustment to be paid to those who qualify and administered in accordance with prior practice and understanding relating to the retirement allowance of said retirees; determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Contributory Retirement Board)

**ARTICLE 47**

**APPROPRIATION/OTHER POST EMPLOYMENT  
BENEFITS (OPEB) TRUST FUND**

To see if the Town will vote to accept into the Other Post Employment Benefits (OPEB) Trust Fund, established by Chapter 161 of the Acts of 2005, an appropriation of funds and/or the transfer of additional monies that the Town may deem advisable from other sources, including any monies previously deposited into any of the Town's stabilization funds for this purpose, in order to administer and fund its OPEB obligation as described in the said Chapter 161 of the Acts of 2005; determine how the monies shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Contributory Retirement Board)

**ARTICLE 48**

**APPROPRIATION/ FISCAL STABILITY STABILIZATION FUND**

To see if the Town will make an appropriation to or from the Fiscal Stability Stabilization Fund created under Article 65 of the 2005 Annual Town Meeting or any other enabling action of Town Meeting in accordance with the provisions of the General Laws, Chapter 40, Section 5B, as amended, or other appropriate provisions of law, determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Finance Committee)

**APPROPRIATION/LONG TERM STABILIZATION FUND**

To see if the Town will make an appropriation to or the Long Term Stabilization Fund in accordance with the provisions of the General Laws, Chapter 40, Section 5B, as amended, or other appropriate provisions of law, determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Finance Committee)

## ARTICLE 50

## APPROPRIATION/OVERLAY RESERVE

To see if the Town will vote to appropriate a sum of money from previous years overlay reserve surplus accounts, determine to what purpose this appropriation shall be made; or take any action related thereto.

(Inserted at the request of the Finance Committee)

## ARTICLE 51

### APPROPRIATION/TIP FEE STABILIZATION

To see if the Town will vote to make an appropriation/transfer from the Tip Fee Stabilization Fund established by Chapter 8 of the Acts of 1998 for any purpose allowed by such act, to determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Finance Committee)

## ARTICLE 52

## TRANSFER OF FUNDS/CEMETERY

To see if the Town will vote to transfer a sum of money to the Cemetery Commissioners for the improvement of Town cemeteries, said sum shall be taken from the Mt. Pleasant Cemetery “Sale of Lots and Graves or Perpetual Care Funds”; or take any action related thereto.

(Inserted at the request of the Finance Committee)

## ARTICLE 53

## USE OF FREE CASH

To see if the Town will vote to authorize the taking of a sum of money voted for appropriations heretofore made at the Town Meeting under the Warrant and not voted to be borrowed from available funds in the Treasury, and authorize the Assessors to use free cash in the Treasury to that amount in the determination of the tax rate for the Fiscal Year beginning July 1, 2013; or take any action related thereto.

(Inserted at the request of the Finance Committee)

....(SIGNED)  
....A true copy.  
Attest:

(SIGNED)  
KEVIN F. GREELEY  
DANIEL J. DUNN  
DIANE M. MAHON  
STEVEN M. BYRNE  
JOSEPH A. CURRO, JR.

SELECTMEN  
OF THE  
TOWN  
OF  
ARLINGTON

RICHARD BOYLE  
CONSTABLE

**Warrant For  
SPECIAL TOWN MEETING  
Wednesday, April 24, 2013**

**TOWN WARRANT  
COMMONWEALTH OF  
MASSACHUSETTS**

Middlesex, ss.

To the Constables of the Town of Arlington, in said County:

**GREETINGS**

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Arlington to meet in the

**TOWN HALL  
In said Town on  
WEDNESDAY THE 24<sup>TH</sup> DAY OF APRIL, 2013**

At 8:00 P.M., at which time and place the following articles are to be acted upon and determined exclusively by Town Meeting Members, in accordance with, and subject to, the referenda provided by Chapter 43A of the General Laws.

**ARTICLE 1**

**REPORTS OF BOARDS AND COMMITTEES**

To receive, hear, and act upon reports of boards and committees; or take any action related thereto.  
(Inserted by the Board of Selectmen)

**ARTICLE 2**

**BYLAW AMENDMENT/LEAF BLOWERS**

To see if the Town will vote to amend Title V, Article 12 ("Noise Abatement"), of the Town Bylaws with respect to the use of leaf blowers; or take any action related thereto.  
(Inserted by the Board of Selectmen)

**ARTICLE 3**

**APPROPRIATION/TEMPORARY VISITOR CENTER  
AT UNCLE SAM PLAZA**

To see if the Town will vote to appropriate \$25,000. to fund a temporary Visitor's Center for the Town to be located at Uncle Sam Plaza, determine how the money will be raised and expended; take any action related thereto.  
(Inserted at the request of the Arlington Economic Development and Tourism Committee)

....(SIGNED)  
....A true copy.  
Attest:

(SIGNED)  
KEVIN F. GREELEY  
DANIEL J. DUNN  
DIANE M. MAHON  
STEVEN M. BYRNE  
JOSEPH A. CURRO, JR.

SELECTMEN  
OF THE  
TOWN  
OF  
ARLINGTON

RICHARD BOYLE  
CONSTABLE

## **HOW TO VOTE BY ABSENTEE BALLOT**

### **Reasons for voting absentee**

You may vote absentee if you are registered and will be unable to vote at the polls on Election Day because of

Absence from the Town

Physical disability

Religious beliefs

Illegal absentee voting is punishable by a fine of up to \$10,000 and up to five years in prison.

### **Applying for an absentee ballot**

You must apply for an absentee ballot from the Town Clerk no later than noon of the day before the election. Applications may be mailed or hand delivered and you may use any form of written communication (letter or postcard) or the official application form.

Include on the application

Your name as registered

Your registration address

Precinct, if you know it

The precise address to which you wish the ballot sent

Your own signature

### **Requesting to vote by mail**

A ballot will be sent to any address you specify including your own home. Be sure to apply early because the ballots must be sent by mail and may be returned by mail or hand delivered.

### **Requesting to vote in person**

If you prefer, you may request to vote in person before Election Day. You may vote at the Town Hall before Election Day at a time arranged with the Clerk, but application for your ballot must be made no later than noon of the day before the election. A voter may apply for an absentee ballot and then vote over-the-counter during the same visit.

### **Applying to vote if you are absent from the state, in the armed services or a prisoner**

Registered and unregistered residents of Massachusetts outside the state and residents on active duty in the armed forces and merchant marine and their spouses or dependents, and prisoners, may vote absentee. They may request an absentee ballot from the Town where they legally reside (if

outside the U.S., where they resided last before leaving). In addition, a close relative may apply on their behalf in person at the Town Clerk's Office.

A parent of a registered voter who is a student at a Massachusetts college or university may apply for an absentee ballot on the student's behalf to the Town Clerk where the student is registered.

In all cases, unregistered voters must register in person when they return to the state, since this does not establish permanent registration.

### **What if I am permanently physically disabled?**

If you are permanently physically disabled and cannot cast your vote at the polling place, you may file a letter from your physician with the Town Clerk, stating that you are permanently unable to cast your vote at the polling place because of physical disability. A completed application for an absentee ballot, for you to sign and return, must be mailed by the Town Clerk to you at least 28 days before every primary and election.

**NOTE:** Voters who are admitted to a health care facility after noon of the fifth day before an election may apply for an absentee ballot up until the polls close on the day of the election (rather than noon the day before the election) and must designate a person to hand deliver and return the absentee ballot.